

**SUMMARY OF THE  
ON-SITE ASSESSMENT COMMITTEE TELECONFERENCE  
March 19, 1997**

The NELAC On-Site Assessment Committee meeting was convened by teleconference on Wednesday, March 19, 1997 at 12:30 p.m. EST. Gary Bennett, Chair, led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

Gary Bennett reported that Chapter 4 of the draft Assessor Training Manual will be sent out to Committee members for review this week. Chapter 4 deals with the actual on-site process of the assessment. He also reported on the Federal Partners meeting held on March 18, 1997.

The following comment in regard to Chapter 3 was made:

- Section 3.4.5, line 16, second paragraph. Ms. Buhl indicated that the minutes from the February 21, 1997 Committee meeting were incorrect in reporting that a change had been accepted in this line from "lead assessor" to "assessors". It was decided to leave the wording as is since the committee felt that the lead assessor should take custody of all CBI-claimed documents..

In discussion of the draft policy statement from the Board regarding Policy on Revision of Standards, the following comments were made:

- Clarification is needed on Item 3 concerning changes not editorial in nature. Ms. Mourrain stated that changes could be made now but after adoption of all standards there would be a 3-year waiting period. The reason was so that States incorporating the standards into legislation would not be required to make frequent changes.
- In reference to item six, Ms. Buhl asked, "Where would the approved revisions reside and who would track them?" Ms. Mourrain stated that it was the Committee's responsibility to track them. The Committee member was concerned that copies of the standards with unauthorized changes might be circulated.

The following comments were made regarding "Policy on Primary Responsibility for Standards:"

- It was suggested that an editorial change be made in item one to read ". . . the other . . . " instead of ". . . other the . . . "
- In reference to item five, Mr. Bennett stated that it was the Committee's responsibility to make sure that Chapter 3 did not conflict with another Chapter. He also reported that Jim Pearson was chairing the *Ad Hoc* Coordinating Committee tasked to point out conflicts or gaps. The Committee is trying to address these issues.

Mr. Bennett stated that the next Annual Meeting of NELAC would be on July 28 - 31, 1997 and encouraged all Committee members to be there.

A discussion ensued on assessor training and what training will be available. Ms. Mourrain stated that development of assessor training will be funded by EPA but not the training itself. NELAC will have approval of training requirements. The training "oversight" issue has not yet been resolved..

Steve Baker reported on his ideas regarding assessor training. He is to send an outline of possible courses to the training sub-committee and Committee members within 2 weeks. He suggested a basic certification course and specialty courses. Course lengths would range from 2.5 to 5 days. A test would be associated with each training course. The Committee will then submit training suggestions to the Conference for review and approval..

In reference to CBI, section 3.4.5, the comments from participants at the interim meeting were considered and the following decisions were made:

- The confidentiality of clients should be maintained. The statement was agreed upon: "Information claimed as business confidential may be purged of client identity at the time of removal from the laboratory; however, sample identifiers cannot be removed from the records." The statement should be placed after the last sentence in paragraph three.
- A discussion on electronic data was held. It was agreed that "document" should be changed to "information" (this would incorporate electronic data). A search and replace will be done to make this change.
- Several commenters offered suggestions as to what information should be considered CBI or not as CBI. The Committee agreed that no information would be "pre-defined" as CBI or not CBI in section 3.4.5. Each laboratory has the right to declare what it considers to be CBI.

A move to adopt EPA forms 7740-2 and 7740-4 as models for confidentiality NELAC forms was accepted. Ms. Buhl is to modify the forms for NELAC use by the end of the month and submit to Committee members. These will be a CBI Notice and Declaration of CBI.

The next teleconference of the Committee will be held on April 16, 1997 at 12:30 p.m. EST.

**Attachment B**

**LIST OF PARTICIPANTS**  
**On-Site Assessment Committee Teleconference**  
**March 19, 1997**

| <b>Name</b>                                | <b>Affiliation</b>                           | <b>Phone Numbers</b>                           |
|--|--|--|
| <b>Gary Bennett, Chair</b>                 | <b>USEPA, Region 4</b>                       | <b>Tel: 706-355-8551<br/>Fax: 706-355-8803</b> |
| <b>Steve Ankabrandt</b>                    | <b>Eastman Chemical</b>                      | <b>Tel: 423-229-2657<br/>Fax: 423-229-3677</b> |
| <b>Steve Baker</b>                         | <b>Arizona Dept. Of Public Health</b>        | <b>Tel: 602-255-3454<br/>Fax: 602-255-3462</b> |
| <b>Rosanna Buhl</b>                        | <b>Battelle Ocean Sciences</b>               | <b>Tel: 617-934-0571<br/>Fax: 617-934-2124</b> |
| <b>Roy Covert</b>                          | <b>AIHA</b>                                  | <b>Tel: 615-824-2543<br/>Fax: 615-824-2543</b> |
| <b>Wayne Davis</b>                         | <b>S. C. Dept. of Health</b>                 | <b>Tel: 803-935-6856<br/>Fax: 803-935-6859</b> |
| <b>George Dilbeck<br/>(Absent)</b>         | <b>USEPA, ORIA</b>                           | <b>Tel: 702-798-2104<br/>Fax: 702-798-2236</b> |
| <b>Douglas Later<br/>(Absent)</b>          | <b>Mountain States Analytical,<br/>Inc.</b>  | <b>Tel: 801-973-0050<br/>Fax: 801-972-6278</b> |
| <b>Jeanne Mourrain<br/>(Invited Guest)</b> | <b>USEPA</b>                                 | <b>Tel: 919-541-1120<br/>Fax: 919-541-4101</b> |
| <b>Marlene Patillo<br/>(Absent)</b>        | <b>Maryland Dept. Of the<br/>Environment</b> | <b>Tel: 410-631-3646<br/>Fax: 410-631-3735</b> |
| <b>William Troth, Jr.<br/>(Absent)</b>     | <b>SAIC</b>                                  | <b>Tel: 301-924-6131<br/>Fax: 301-924-4594</b> |
| <b>Carolyn Cross<br/>Recorder</b>          | <b>USEPA</b>                                 | <b>Tel: 919-541-3151<br/>Fax: 919-541-4101</b> |

**Attachment A**

**ACTION ITEMS  
ON-SITE ASSESSMENT COMMITTEE TELECONFERENCE  
March 19, 1997**

| <b>Item No.</b> | <b>Action</b>  | <b>Date Completed</b> |
|-----------------|--|-----------------------|
| <b>1.</b>       | Gary Bennett is to send Chapter 4 of the training manual to Committee Members this week.   |                       |
| <b>2.</b>       | Rosanna Buhl will format a NELAC draft version of CBI Notice and Declaration of CBI and forward to Gary Bennett by the end of the month. |                       |
| <b>3.</b>       | Steve Baker to mail outline of proposed assessor training courses to members within 2 weeks.   |                       |